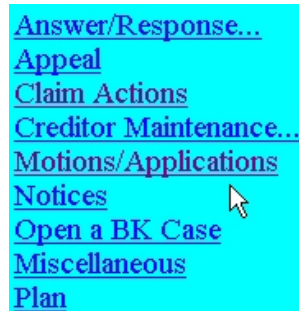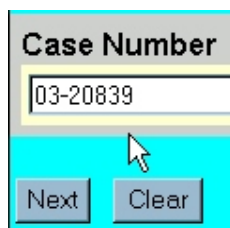**Motion for Approval of a Reaffirmation Agreement**

STEP 1   Select **Bankruptcy** from the **Main Menu**, then click on **Motions/Applications** from the **Bankruptcy Events** menu.
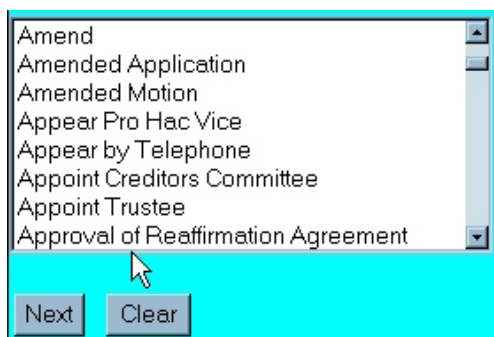
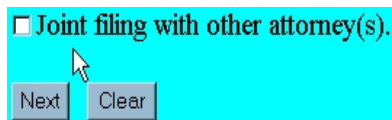**STEP 2**   The **Case Number** screen displays.

♦   Enter a **Case Number** and click on the **Next** button.

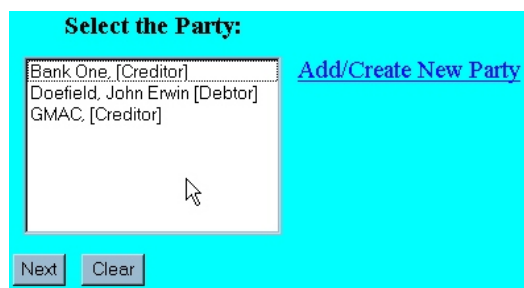**STEP 3**   The **Select the Type of Motion** screen displays.

♦   Using up and down arrows to right of box, scroll the options to find and highlight type of notice being filed (**Approval of Reaffirmation Agreement)**.
♦   Click on the **Next** button.

STEP 4   The **Joint filing with other attorney(s)** screen displays.

☐ Joint filing with other attorney(s).

Next   Clear

♦   Click in the box filing a joint notice to add the additional attorney.
♦   Click on the **Next** button.

STEP 5   The **Select the Party:** screen displays.

Select the Party:

Bank One, [Creditor]   Add/Create New Party
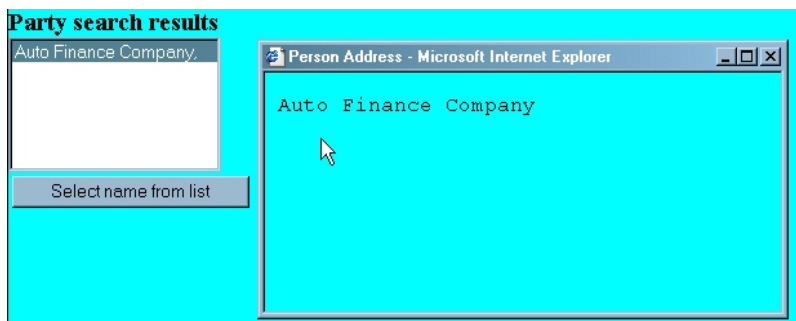Doefield, John Erwin [Debtor]
GMAC, [Creditor]

Next   Clear

♦   If the name of the party you are representing appears on the list, click on the party's name and proceed to **Step 10**. If the name does not appear on the list, click on **Add/Create New Party** and proceed to **Step 6**.
♦   Click on the **Next** button.

STEP 6   The **Search for a party** screen displays.

Search for a party
                SSN [   ]
Last/Business name [Auto Finance]
Search   Clear

♦   Last/Business name: enter at least one character of party's last name or business name, using upper or lower case characters (is not case-sensitive). Do not search by SSN or Tax Id numbers.
♦   Click on the **Search** button.

STEP 7   The **Party search results** screen displays.

♦   If the party's name appears, click on it so that it becomes highlighted, verify address from pop-up screen, then click on **Select name from list** and proceed with **Step 8**.

♦   If party's name is not found, click on **Create new party** and proceed to **Step 9**.

STEP 8   The **Party Information** screen displays.

♦   Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.

♦   **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).

♦   **Party Text** - add additional information such as '*A West Virginia Corporation*' in the box provided.

♦   Click **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.

♦   Click on **Submit** and proceed to **Step 10.**

STEP 9   If you selected **Create New Party** from the **Select the Party** screen, a new **Party Information** screen displays.

Party Information

Last name Auto Finance Company	**First name**
Middle name	**Generation** **Title**
SSN 222-11-1234	**Tax ID**
Office	**Address 1**
Address 2	**Address 3**
City	**State** **Zip**
County ▾	**Country**
Phone	**Fax**
E-mail	
ProSe no ▾	**Role** Creditor (cr:cr) ▾
Party text	

Submit   Cancel   Clear

♦   Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the **[*Tab*]** key to advance to the **First name** field and enter first name.
♦   **Role** - click on the arrow in the box to the right and select the new person's role (e.g. Creditor (cr:cr)).
♦   Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to return to the **Select the Party** screen.

STEP 10   The **Select the Party:** screen displays.

Select the Party:

Auto Finance Company, [Creditor]
Bank One, [Creditor]
Doefield, John Erwin [Debtor]
GMAC, [Creditor]

Next   Clear

♦   Highlight your party's name.
♦   Click on the **Next** button.

STEP 11   Check the box to make an associate as the attorney for the party selected if appropriate.

> The following attorney/party associations do not exist for this case.
> Please check which associations should be created for this case:
>
> ☑ Auto Finance Company, (cr:cr) represented by (Name of Attorney), (aty)
>
> [Next] [Clear]

♦   Click on the **Next** button.

STEP 12   The **Select the pdf document** screen displays.

> Select the **pdf** document (for example: C:\199cv501-21.pdf).
> **Filename**
> [O:\PDFfiles\Bankruptcy - Motion.pdf] [Browse...]
> **Attachments to Document:** ○ No ⦿ Yes
>
> [Next] [Clear]

♦   Type the path and file name in the blank box, or
♦   Click on the **Browse** button to navigate to the appropriate directory and file.
♦   Click on the **Yes** radio button to **attach the Proposed Order** and any additional documents, (e.g. an exhibit, appendix).
♦   Click on the **Next** button.

STEP 13   The **Select one or more attachments:** screen displays.

> **Select one or more attachments.**
> 1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).
> **Filename**
> [O:\PDFfiles\Bankruptcy - Proposed Ord] [Browse...]
>
> 2) Select a document type and/or enter a description.
> **Type**   **Description**
> [Proposed Order ▼]   [Approving Reaffirmation Agreeme]
> 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.
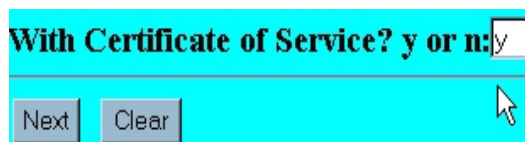>
> [   ] [Add to List]
>
>   [Remove from List]
> [Next]

♦   Use the **Browse** button to navigate to the location of all necessary files.
♦   **Type** - click on the down arrow to select the type of attachment, if listed.
♦   **Description** - type in any additional description if needed.
♦   **Add to List** - click this button to add selected attachment to list. As documents are added to list, they will appear in the filename list box.
♦   Click on the **Next** button.

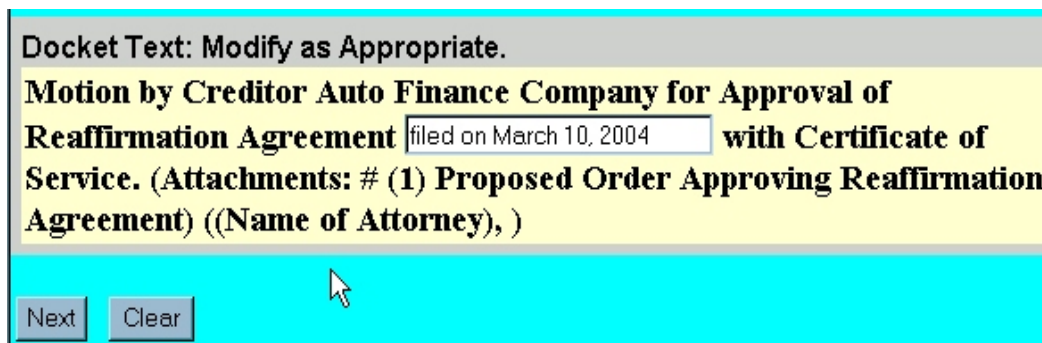**STEP 14**   The **Certificate of Service** screen displays.

♦   Enter a lowercase '**y**' or '**n**' in the text box to indicate if a certificate of service is attached.
♦   Click on the **Next** button.

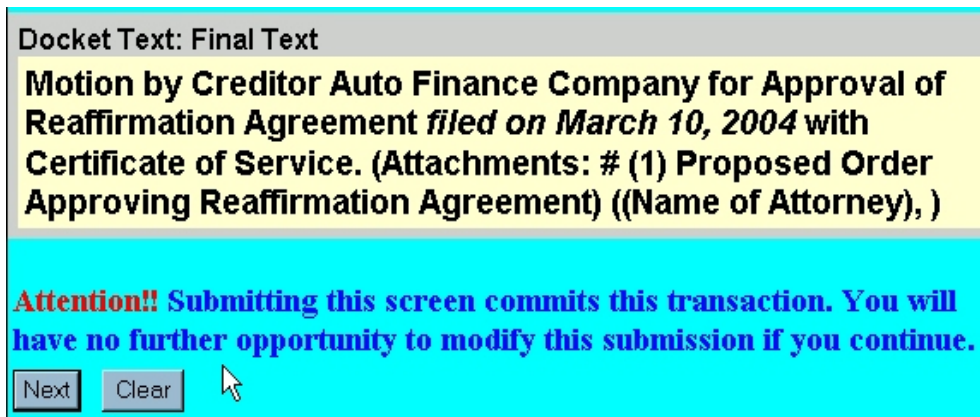**STEP 15**   The **Docket Text: Modify as Appropriate** screen displays.

♦   Add additional text in box provided as needed.
♦   Click on the **Next** button.

STEP 16   The **Docket Text: Final Text** screen displays.
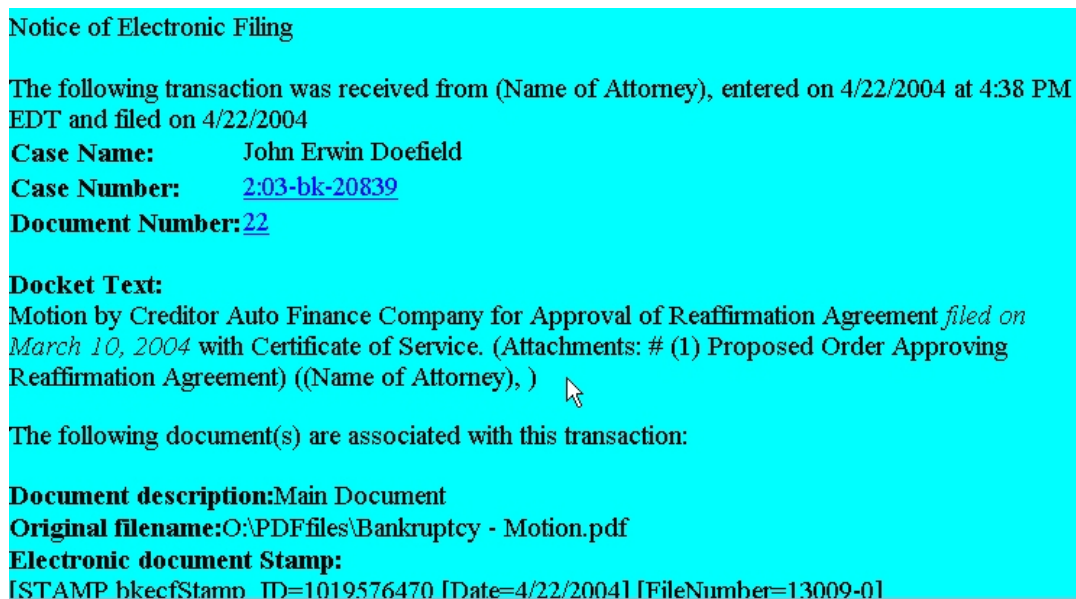
> **Docket Text: Final Text**
>
> **Motion by Creditor Auto Finance Company for Approval of Reaffirmation Agreement *filed on March 10, 2004* with Certificate of Service. (Attachments: # (1) Proposed Order Approving Reaffirmation Agreement) ((Name of Attorney),)**
>
> **Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**
>
> [Next] [Clear]

- ♦ Verify the *Final Docket* text. If correct, click **Next**.
- ♦ If the *Final Docket* text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ♦ To abort or restart the transaction, click on the *Bankruptcy* hyperlink on the *Menu Bar*.

STEP 17   The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

> Notice of Electronic Filing
>
> The following transaction was received from (Name of Attorney), entered on 4/22/2004 at 4:38 PM EDT and filed on 4/22/2004
> **Case Name:**   John Erwin Doefield
> **Case Number:**   2:03-bk-20839
> **Document Number:** 22
>
> **Docket Text:**
> Motion by Creditor Auto Finance Company for Approval of Reaffirmation Agreement *filed on March 10, 2004* with Certificate of Service. (Attachments: # (1) Proposed Order Approving Reaffirmation Agreement) ((Name of Attorney),)
>
> The following document(s) are associated with this transaction:
>
> **Document description:** Main Document
> **Original filename:** O:\PDFfiles\Bankruptcy - Motion.pdf
> **Electronic document Stamp:**
> [STAMP bkecfStamp_ID=1019576470 [Date=4/22/2004] [FileNumber=13009-0]